



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT # : FINCN/05-20527EBB

OPENING DATE : February 8, 2005

CLOSING DATE : February 22, 2005

POSITION TITLE, SERIES & GRADE : Human Resources Assistant (OA)
GS-0203-04/05

PROMOTION POTENTIAL : Full performance level is GS-5

NUMBER OF VACANCIES : One

SALARY RANGE : GS-4 \$25,581.00 - \$33,253.00 per annum
GS-5 \$28,620.00 - \$37,211.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Administration and Communications (CFO) Division
Office of Human Resources

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM:

- (a) Present and former Federal employees with competitive status who reside within the Washington DC commuting area, OR
- (b) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service, and reside within the Washington DC commuting area.

SUMMARY OF DUTIES:

This position is for a Human Resources Assistant in the Office of Human Resources in the Administration & Communications (CFO) Division of the Financial Crimes Enforcement Network (FinCEN). The HR Assistant provides assistance in carrying out Human Resources (HR) functions in recruitment and placement, performance management, employee benefits, HR records management, and other HR work. The HR Assistant provides information to employees, applicants, and management officials about HR processes and requirements; creates, and maintains files and assures that HR records are complete and accurate; obtains and provides information to other HR offices; sends out notifications; conducts Internet research and liaison; prepares reports; develops forms, spread sheets, and power point materials; and assists in the maintenance of supplies and equipment.

BENEFITS

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, Student Loan Repayment, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building in Vienna, Va., close to Tyson's Centers, with free parking,

shuttle service to and from the Dunn Loring Metro station, health unit, and a fitness center (employees pay fitness center fee). All employees are assigned individual state-of-the-art computers.

SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:

For GS-4:

General Experience: A candidate must have had one year of general experience in clerical, office, or other work, which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Substitution Of Education For Experience: The experience requirements for the GS-04 level may be met by completion of two full years of full-time academic study in an accredited business, secretarial or technical school, junior college, college, or university.

Combining Education And Experience: Equivalent combinations of successfully completed post high school education and general experience may be used to meet the total experience requirements.

For GS-5:

Specialized Experience: A candidate must have had one year of specialized experience equivalent to the GS-04 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

Substitution Of Education For Experience: The experience requirements for the GS-05 level may be met by completion of a bachelor's degree or four years of education above high school.

Combining Education And Experience: Equivalent combinations of successfully completed post high school education and specialized experience may be used to meet the total experience requirements.

Time-in-grade Requirements: Applicants must have acquired 52 weeks of Federal service at or equivalent to the next lower grade level no later than 60 days from the closing date of this announcement.

U.S. Citizenship: Applicants **MUST** be citizens of the United States and, if selected, present proof.

Selective Service Registration: If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":

1. Ability to conduct research, analyze and apply regulations, policies and procedures that apply to a wide variety of human resources functions. **(Applicants must indicate experience or training that provided the necessary ability.)**
2. Advanced office automation skills to develop formats, utilize excel spreadsheets, prepare power-point applications, type and format a wide variety of materials in customized formats, resolve computer application problems, and run a variety of more complex software. **(Applicants must indicate experience and/or training in the specified office automation applications.)**
3. Ability to conduct liaison that involves explaining complex, sensitive HR processes to individuals and to deal effectively with individuals who disagree with HR determinations. **(Applicants must indicate their experience in conducting relevant liaison.)**
4. Ability to handle a wide variety of administrative tasks, including recording and logging data, maintaining files and records, notifying applicants, requesting equipment repairs, and maintaining

supplies. **Applicants must describe their experience in handling these types of administrative tasks.)**

DO NOT use one narrative statement to address all of the evaluation criteria. Each criteria **MUST** be addressed separately and reflect your specific experience/education that you feel equips you with the knowledge, skills, and abilities to perform the duties of the position for which you are applying.

Basis of Rating:

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.
- This is a multiple grade level announcement. You should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s).

If you do not address the evaluation criteria for each grade level you wish to be considered for, your application will not be considered for that grade.

APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS EACH OF THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.

SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:

Security Clearance: Applicants must either have a current Top Secret security clearance or agree to undergo a Single Scope Background Investigation (SSBI) in order to obtain the proper clearance as a condition of employment. Appointments for positions at FinCEN will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination. Although individuals may be appointed prior to completion or updating of a full personal history SSBI, continued employment with FinCEN is contingent upon satisfactory completion of the SSBI, the results of which fully meet the FinCEN's special employment criteria. All employees are subject to satisfactory completion of periodic reinvestigation and a continuing life style in conformity with applicable national and FinCEN directives. Any unfavorable information developed during an investigation or other official inquiry may result in termination of employment in accordance with established security policy and procedures.

Drug Screening: This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

Probationary Periods – Employees who have not already completed one will need to successfully complete a one-year probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

Tax Record Check: Selectee may be subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check.

Statement of Employment and Financial Interest may be required.

Direct Deposit: All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

Relocation Expenses: Will not be paid.

Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.

APPLICATION INFORMATION

SECTION IV: REQUIRED APPLICATION MATERIALS

Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal. If you are a current Federal employee and not submitting a performance appraisal you must indicate this on your application.

All other applicants MUST include:

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- A copy of their most recent performance appraisal. (If you are a current Federal employee and not submitting a performance appraisal you must indicate this on your application.); and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status; and
- If you are a Veteran, submit a copy of your DD-214.

Please download, complete, and submit the following optional forms:

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at www.opm.gov/forms - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on to www.usajobs.opm.gov/OF612.htm.

See Section V for the specific information that MUST be included in your OF-612, resume, or other written application format. While we do not require a standard application form, we MUST have certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. For detailed information refer to "Applying for a Federal Job" (OF-510). This is available at <http://www.opm.gov/forms/pdfimage/of0510.pdf>.

Applicants who do not submit the required items will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualification, education, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT (Refer to "Applying for a Federal Job" (OF-510). This is available at <http://www.opm.gov/forms/pdfimage/of0510.pdf>.)

Job for which applying: Vacancy Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- Please show the highest Federal civilian grade held, job series, and dates of employment in grade, if applicable.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.

SECTION VI: SUBMITTING APPLICATION MATERIALS:

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/05-20527EBB
P.O. Box 39
Vienna, VA 22183-0039**

HOW TO APPLY:

All application materials **MUST** be postmarked by the closing date of this Vacancy Announcement. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

For additional information, please call Penny Perry-Jackson (703) 905-3540. TDD (703) 905-3839.

NOTES:

- All application materials **MUST** be sent to the mailing address shown.
- All materials and the envelope **MUST** include the vacancy announcement number.
- FAX and email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the vacancy announcement case file and will not be returned to the applicant.

- Acknowledgment of receipt of the application will be sent to all applicants.

SECTION VII: OTHER INFORMATION

INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE OR PANAMA CANAL ZONE:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

REASONABLE ACCOMMODATION:

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.